



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **871104-01**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Public Safety 959 E. Confederate Avenue Atlanta, Georgia 30316	Application Number	89-096
Application Number		Date Received AUG 18 1989	Date Completed OCT - 2 1989
2. Person to Contact Capt. H. E. Hyde		Working Title Supervisor, Computer Services	Telephone Number 624-7630
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1985 Present		5. Records Series Title (followed by title used in office, if different) Trooper Activity Reports	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia State Patrol is a division of the Department of Public Safety. Our function is Traffic Enforcement and Accident Investigation for the entire State of Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Reporting Activities of Troopers Included are: Reports showing weekly activities of Troopers. Showing types of activities engaged in by number of actions and by number of man-hours. Six forms, DPS612, 612A, 612B, 612AS, 612BS are used. File is arranged: Badge Number within post, within troop and monthly.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ? Information is usually referenced by Computer.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>3</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>DPS Archives and Computer Services.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) Three year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

RE Hyde
SUPERVISOR, COMPUTER SERVICES

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u> 871104-01	8-17-89	<u>[Signature]</u> CRM	8/9/89
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>[Signature]</u> 10-2-89
		Secretary of State/Designee	<u>[Signature]</u> 9/25/89
		Governor/Attorney General/Designee	<u>[Signature]</u> 9/25/89